

CHAPTER 5

RECEIPT AND RELEASE OF MATERIEL

A . GENERAL

1. The DoD Single Line Item Release/Receipt Document, DD Form 1348-1, or the Issue Release/Receipt Document, DD Form 1348-1A, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The DD Form 1348-1 or DD Form 1348-1A is mandatory and the APL is optional for all shipments to DoD customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The DD Forms 1348-1 and 1348-1A may be manually or mechanically prepared. They will contain data elements prescribed herein for the various types of transactions.

3. Use of carbonless paper for preprinted forms (DD Form 1348-1 and DD Form 1348-1A) is authorized at the option of the Service/Agency.

4. The DD Form 1348-1 is a preprinted form (see appendix A3) . For the DD Form 1348-1A (see appendices A26 through A30) , there are two methods for generating the form:

a. Preprinted forms. Data entries will be made by automated printers, typewriter, or handscribed (see appendices A26 through A30) .

b. Non-preprinted forms. When this method is used, the form and data are printed simultaneous y. The IRRD will contain prescribed data elements.

5. The preprinted DD Form 1348-1A is 8-1/2 **inches** long (side to side) and 5-1 /2 inches high (top to bottom) . When printed on plain stock paper **using** laser, thermal transfer, ion disposition, cold fusion, or other similar nonimpact printers, the size may vary within a range of 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth **inch tolerance**) . When such print technology is used, the **in-the-clear/human-readable data must be easily read. Margins of one-fourth inch and outside lines are preferred, but may be eliminated to the extent that the**

CH 6

DoD 4000. 25-1-M

DD form number is not sacrificed. When printed three per 8-1/2- by 14-inch sheet of paper, the originator of the form, shall ensure the form, spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data to be entered in the data blocks are shown in appendices C45A and C46A. Block 27 will contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text may be used with the bar coded information for those activities possessing bar coding capability. The paper may be any color that provides a minimum bar code contrast signal as specified in MIL-STD-1189 (reference (ss)) .

6. The three of nine bar code, as defined in MIL-STD-1189 (reference (ss)), is established as the standard symbology for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied in accordance with MIL-STD-129 (reference (w)) unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a bar code character even if the position was blank on the source document.

7. Automated Packing List. When the APL is not produced, a copy of the DD Form 1348-1A or DD Form 1348-1 will be used for this purpose and will be placed inside the packing list envelope securely attached to the outside of the shipping container; on multiple container shipments, the DD Form 1348-1A or DD Form 1348-1 will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements outlined in appendix A31.

B. DOCUMENT DISTRIBUTION

Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See figures 5-1, 5-3, and 5-4 for the distribution of the documents.

C. ISSUES FROM SUPPLY SYSTEM STOCK/DEFENSE REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FROM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The DD Form 1348-1 (appendix A3) or the DD Form 1348-1A (appendices A26 through A30) may be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping

DRMO (DRMS-directed issue from the DRMO) . The requisitioner may also use this format when hand carrying requisitions for local issue from the DRMO . Minimum data entries are outlined in appendix C45 (DD Form 1348-1) or appendix C45A (DD Form 1348-1A) .

2. In order to accommodate the various distribution systems and equipment, DD Form 1348-1 and DD Form 1348-1A provide blocks for entry of other data. These blocks, will contain information shown in appendix C45 (DD Form 1348-1) or appendix C45A (DD Form 1348-1A) .

D. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS To DEFENSE REUTILIZATION AND MARKETING OFFICES)

1. In addition to the release of materiel for shipment based upon a requisition, other occasions necessitate release of materiel for shipment based upon other situations, such as the following:

- a. Materiel returns from base to depot.
- b. Base-to-base movements.
- c. Retrograde or lateral system movements.

2. The same documentation (DD Form 1348 -1/DD Form 1348-1A) and distribution thereof prepared in the same number of copies as prescribed in figures 5-1 or 5-3 will be used to accomplish returns and transfers. Entries will be as shown in figure 5-2 or 5-5 for all DLA and inter-S/A transactions.

3. For intra-S/A use, the data prescribed in figures 5-2 or 5-5 must be entered. Other entries may be prescribed by the S/As concerned; however, any such entries must relate to the columnar and/or block headings indicated in the form.

E. TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

The DD Form 1348-1 or DD Form 1348-1A may be used as the DTID for all transfers to DRMO. See appendix C46 or C46A for entries that are required for single line item turn-ins.

CH 6

DoD 4000. 25-1-M

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